

Administrative Order



Administrative Order No.: 4-91

Title: Administrative Order Outlining Procedures to Assess and Prioritize County's Needs, and Evaluate Community-Based Organizations Subject to Social and Human Services Committee Review

Ordered: 7/12/1994

Effective: 7/12/1994

AUTHORITY:

Section 4.02 and 4.03 of the Metropolitan Dade County Charter; Resolution Nos. R-800-94 and R-1068-93; and Administrative Order Nos. 3-15 and 3-16 as adopted by the Board of County Commissioners.

POLICY:

This Administrative Order provides for the development and implementation of procedures to assess and prioritize County needs, evaluate Community-Based Organizations (CBOs) and make recommendations to the Social and Human Services Committee prior to submission to the Board of County Commissioners. Based on the outcome of the needs assessment process, a list of priority funding needs will be developed and used as the categories under which the County will fund CBOs.

APPLICABILITY:

Departments with CBO funding include, but are not limited to, Youth and Family Development, Department of Human Resources, Metro-Miami Action Plan, Community Affairs, and the Community Action Agency.

EXCEPTIONS:

Departments that do not report to the Social and Human Services Committee.

DEPARTMENT'S RESPONSIBILITY:

A County department shall be responsible for reviewing application(s) and/or proposal(s) and providing the technical assistance in the application(s) and/or proposal(s) process to determine the organization's capability of properly receiving and expending funds as well as their ability to do the work; for developing the

contract(s) as to the organizational goals and objectives described and the scope of services to be rendered; for reviewing and assessing for contract compliance, both fiscal and programmatic; to determine the method of payment and to be responsible for payment; and for conducting a management evaluation and performance review of specific measurable objectives.

PROCEDURES FOR FISCAL YEAR 1994-95:

The procedural elements shall include, but not be limited to, the information contained herein, and shall not be in conflict with mandated State and Federal rules, regulations, and guidelines, as follows:

1. **Priorities Planning.** Each social and human services department shall independently identify key priority service areas based on a complete assessment of the department's objectives; consultation with advisory boards, trusts and councils, if applicable; and results of the assessment, monitoring, and evaluation process for CBOs as outlined in A.O. 3-15.
2. **Social and Human Services Committee Develops County Priorities List.** The priorities list recommended by the social and human services departments shall be utilized by the Social and Human Services Committee in the determination of County-wide Priority Funding Service Areas which will govern the types of CBO programs to be funded by the County. Each priority category shall be assigned a specific percentage (%) of the total funding available for CBOs. Once the specific priority areas and funding percentages have been determined by the Social and Human Services Committee, the final Priorities and Percentages List will be submitted to the Board of County Commissioners for review and approval.
3. **Advertisement.** Departments must advertise the opening of the application process to all interested CBOs and the general public in accordance with County advertising procedures and applicable laws and ordinances.
4. **Applications and Evaluations.** Applications shall be subject to the procedures outlined in A.O. 3-15 with the following submission requirements:
 - Applications shall be submitted to:
The Office of the County Manager
Attention: Assistant County Manager
Social and Human Services
29th Floor, 111 N.W. 1st Street
Miami, Florida 33128.

PROCEDURES FOR FISCAL YEAR 1995-96 AND SUBSEQUENT YEARS:

1. **Priorities Planning.** The procedures for the development of priorities shall be the same as during the 1994-95 Fiscal Year.
2. **Social and Human Services Committee Develops County Priorities List.** The procedures for the development of priorities and funding percentages shall be the same as during the 1994-95 Fiscal Year.
3. **Development of Request for Proposals (“RFPs”).** Development of Request for Proposals for Social and Human Services Committee Priorities must be developed collaboratively between affected social and human services departments and departments providing technical assistance. A.O. 3-16, Request for Proposals, provides complete procedures regarding the RFP process and all related criteria.
4. **Funding Award.** The Social and Human Services Committee, consistent with established County priorities, will make the funding award recommendations and forward them to the Board of County Commissioners for approval and award.
5. **Contract Execution.** Upon Board of County Commissioners’ final award, contracts will be executed in conformance with the provisions contained in A.O. 3-15.

The Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Joaquin G. Aviñó, P.E., P.L.S.

County Manager